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**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

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Governor

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Director

August 28, 2002

**WORKFORCE INFORMATION MEMO (WIM) #13-02**

**SUBJECT: Technical Assistance Documents for WIA Title I B Youth Programs**

In our continuing efforts to pass along information to our Local Workforce Investment Areas (LWIAs) regarding promising youth practices under the Workforce Investment Act (WIA), the Workforce Development Administration (WDA) has enclosed with this memo, the “Barriers and Promising Approaches to Workforce and Youth Development for Young Offenders Toolkit” and the “Youth Council Toolkit” for each program director. Additional copies of these resources may be obtained via the following websites:

- a. “Barriers and Promising Approaches to Workforce and Youth Development for Young Offenders Toolkit” under Workforce Investment Act/Workforce Development at [http://www.nyec.org/recent\\_publications.htm](http://www.nyec.org/recent_publications.htm).
- b. “Youth Council Toolkit” at [http://www.doleta.gov/youth\\_services/toolkit\\_2002.asp](http://www.doleta.gov/youth_services/toolkit_2002.asp).

The “Barriers and Promising Approaches to Workforce and Youth Development for Young Offenders Toolkit”, funded through the Annie E. Casey Foundation, was created by The National Youth Employment Coalition, in cooperation with the Youth Development and Research Fund, and the Justice Policy Institute. It builds on an earlier task force project of the U.S. Department of Labor Employment and Training Administration (ETA) and the U.S. Department of Justice’s Office of Juvenile Justice and Delinquency Prevention. It addresses three objectives:

- Identifies barriers to success in juvenile justice within the system and among the young people in it.
- Surveys innovative state and local policy initiatives.
- Showcases exemplary employment and development programs for court-involved youth.

Youth Councils, under the authority of Local Workforce Investment Boards, play an important role in guiding youth policy as required by the WIA. To continue support of Youth Councils, the ETA has developed the "Youth Council Toolkit". The toolkit is a compilation of documents that have been designed to reflect state and local practitioners' experiences and their assessment of the needs of Youth Councils. This technical assistance packet consists of six modules: 1) Key Principles for Effective Youth Councils, 2) Work Plan Template, 3) Membership Scorecard for Retaining and Sustaining Members, 4) Training Quick Start Guide, 5) Implementation: An Operational Resource, and 6) Public Relations: A Guide to Community Outreach. It is intended to help Youth Council members and staff plan for effective and comprehensive services for youth. The Youth Council toolkit complements earlier training and technical assistance products which are available at the following websites:

- a. Recipes for Success: Youth Councils Guide to Creating a Youth Development System Under WIA (May 2000)  
<http://www.doleta.gov/usworkforce/resources/pdf/recipes-ycouncil.pdf>
- b. Youth Council Training Modules (May 2000)  
<http://www.doleta.gov/usworkforce/resources/ytraining.asp>
- c. WIA Youth Request For Proposal (RFP) Guide (December 2001)  
[http://www.doleta.gov/youth\\_services/rfpguide.asp](http://www.doleta.gov/youth_services/rfpguide.asp)
- d. Sources of Funding for Youth Services (May 2000)  
[http://www.doleta.gov/youth\\_services/pdf/sources.pdf](http://www.doleta.gov/youth_services/pdf/sources.pdf)

If you have questions, please contact Ms. Mary Ann Dunleavy, Program and Project Specialist, at (602) 364-2483.

Sincerely,

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Enclosure